
	GAITHERSBURG POLICE DEPARTMENT		
	Recruitment		
	GENERAL ORDER	300.1	
	Effective	04/28/2014	Related CALEA Standards: 31.1.1,31.1.2,31.3.1,31.3.2
Authorized by:		Mark P. Sroka CHIEF OF POLICE	SIGNATURE
			DATE

I. DEPARTMENT POLICY

It is the policy of the department to provide the best possible and highest caliber of service. In order to accomplish this goal, the Department will have an aggressive recruitment program to locate and recruit the most qualified candidates for vacant positions within the Department.

Because community outreach is the key to successful recruitment efforts, various Department members will participate in the recruitment program.

The Department ensures that members assigned to recruitment activities are knowledgeable in personnel matters, especially equal employment opportunity as it affects the management and operations of the Department.

The Department will use efficient and economical means to accomplish recruitment goals, and whenever possible, minority personnel will be actively included in recruitment activities.

II. RECRUITMENT EFFORTS

A. Techniques and Procedures

1. The Department, with assistance from, and in coordination with, the City's Human Resources Office, will employ techniques geared toward recruitment, which include:
 - Publishing and posting City of Gaithersburg *Employment Opportunity Bulletins*, in various locations in the City and on the City's web site;
 - Participating in "Job-Fairs" and "Career Days";
 - Distributing publication(s) used in recruitment efforts that depicts women and minority employees engaged in law enforcement-related activities;
 - Updating and maintaining current information on the City website;

- Providing access to online applications the City website;
 - Placing job announcements in the newspaper(s) and other City publications;
 - Advertising as an Equal Opportunity Employer; and
 - By posting job announcements with community service organizations and key community leaders.
2. Department personnel (sworn and non-sworn) will be utilized in all capacities related to recruitment, to include, and not to be limited to:
- Involving Department personnel in the formulation and development of job announcements;
 - Providing Department personnel for presentations;
 - Utilizing Department personnel to distribute recruitment literature;
 - Encouraging prospective applicants to participate in the Department's Ride-Along program;
 - Including Department personnel on oral interview boards; and
 - Assigning trained Department personnel to conduct background investigations.
3. The Chief of Police is vested with the authority and responsibility for administering the recruitment program.
4. The Department will closely monitor its recruitment efforts to ensure that reasonable precautions are taken to guard against recruitment activities discriminating against an applicant, whether disabled or not, because of the applicant's family, business, social, or other relationship or association with an individual with a disability.
5. To ensure that members of the Department are knowledgeable regarding recruitment and selection procedures, the Department provides information and/or training through various means for the

members who will be utilized in recruitment activities. Members are provided with information pertinent to City and Department policies that includes: components of the selection process; salary; benefits; retirement; Maryland Police Training Commission Regulations governing selection and disqualification standards; and the City's commitment to equal opportunity employment.

B. Job Announcements

1. The Department's job vacancy announcements:
 - Provide a clear and concise description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements for the position(s) for which the announcement was developed;
 - Be advertised through the City's Cable TV channel, social media sites and website;
 - Include a statement that the Department is an equal opportunity employer, which will also be included on employment applications;
 - Contain any official application filing deadline or closing date; and
 - Job vacancy(s) shall be publicized at least ten (10) working days prior to any official application filing deadline.